



EXCELLENCE IN EDUCATION

# Job Announcement

Diagnostic Center – Northern California  
39100 Gallaudet Drive  
Fremont, CA 94538  
(510) 794-2500

**POSITION:** Office Technician  
**SALARY:** 2,598-3,157 per month  
**Time Base:** Full Time

**DUTIES:** Under the direction of the Office Manager, the Office Assistant shall perform various tasks including:

- Serves as primary clerical support to both on-site and off-site assessment teams.
- Maintains student records.
- Works directly with families and LEAs; schedules assessments.
- Prepares correspondence, reports and charts for review using a variety of software programs.
- Makes required corrections in spelling, grammar and punctuation.
- Mails final assessment reports to LEAs and families.
- Maintains hard copy files of assessment reports.
- Performs other duties as required.

## **DESIRABLE SKILLS**

- Strong personal computer skills working Word and Access
- Ability to work as a member of a team or independently.
- Ability to work within time constraints in preparation of monthly reports.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of office procedures.
- Excellent organizational skills, including the ability to set priorities and take initiative.

## **Who May Apply:**

Individuals who have list eligibility, are in a class transferable to, or have reinstatement rights for this class. All applicants must clearly indicate basis of their eligibility in Box 1 on the standard State Application Form STD 678.

Employment provisions as outlined by the Department of Personnel Administration's State Restriction of Appointment (SROA) policy prevail. In addition, current or future executive orders relative to filling vacant positions may also affect this process.

**How to apply:** Submit a State Application (Form 678) to:

Linda Hawkins, Office Manager, Diagnostic Center, North,  
39100 Gallaudet Drive, Fremont, CA 94538  
(510) 794-2500, FAX (510) 794-2513

**FINAL FILING DATE: 06/25/07**

Calif. Relay (Telephone) Service for the Deaf or Hearing Impaired: TDD Phones 1-800-342-5966: Voice Phone 1-800-342-5833  
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